

CITY OF GULF SHORES

CONTROL OF HAZARDOUS ENERGY SOURCES

LOCKOUT/TAGOUT PROCEDURES

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CONTROL OF HAZARDOUS ENERGY SOURCES LOCKOUT/TAGOUT POLICY & PROCEDURES

PURPOSE

The City of Gulf Shores lockout/tagout policy and procedures are established to prevent injury to employees or damage to equipment from unexpected start up or release of energy while employees service or maintain equipment or machines. The policy and procedures are designed to meet the requirements of the Occupational Safety and Health Administration's (OSHA) standard on lockout/tagout, 29 CFR 1910.147. This program shall apply to such tasks as adjusting, cleaning, repairing, inspecting or setting up of equipment and machinery. The policy and procedures also include appropriate forms to document program elements.

RESPONSIBILITIES

Program Manager

- Implement Lock-Tag Policy & Program
- Assist with Audit Program Elements (annually) and Report Audit Findings to Management.
- Assist with Hazard Assessment and Analysis
- Assist in Writing Machine-Specific Lock-Tag Procedures
- Assist with the Development of Training Materials and Assist Supervision with Employee Training.
- Investigate Incidents Which Implicate Lock/Tag or Energy Control Issues

Facilities Director and Manager

- Communicate Applicable Information on Construction, Remodeling, or Redesigning of Equipment or Machines and Processes or Operations.
- Assure Annual Audit of LOTO Program is Completed.
- Provide Technical Support in Development of Specific Procedures
- Assure Devices, Systems, Equipment and Supplies Meet Applicable Safety Standards

Facilities Supervisors

- Assure "Authorized" and "Affected" Employees are Trained and Re-trained as Applicable
- Evaluate periodically (at least annually) Employees ' Performance of Procedures as Part of the Annual Audit Process
- Investigate and report all Incidents which Implicates Lock-Tag or Energy Control Issues
- Assist with Hazard Assessment, Analysis, and Development of Specific Procedures
- Enforce Compliance with Program Policy and Procedures All

Employees

- Actively Participate in Training
- Comply with Requirements of Program and Policy and Procedures
- Report Hazards and/or Unsafe Actions to Supervision
- Assist New Employees in Complying with Procedures to Assure All Employee's Safety
- Communicate Ideas and/or Suggestions Regarding Procedure Improvement to Facilities Supervision or Management

City Manager

- Provide and/or Communicate Resources Needed
- Enforce Compliance with Program, Policy and Procedure

DEFINITIONS

Affected Employees: An *affected* Employee is a person whose job requires operation of a machine or equipment on which servicing or maintenance is being performed under this procedure, or whose job requires work in an area where such servicing or maintenance is being performed.

Authorized Employees: Only *authorized* Employees may perform lockout of equipment. An authorized Employee has had the proper training and is the one who actually performs the lockout of the equipment. An authorized Employee list is kept current and located in the Facilities office. (Identify authorized Employees on Form 1)

Capable of being locked out: An energy isolating device is *capable of being locked* out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized: Connected to an energy source or containing residual or stored energy.

Energy isolating device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Other Employees: *Other* Employees are persons whose work operations are or may be in an area where energy control procedures may be utilized.

Servicing and/or maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the Employee may be exposed to the **unexpected** energization or startup of the equipment or release of hazardous energy.

Tagout: The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

GENERAL LOCKOUT/TAGOUT PROCEDURES

The following General Lockout/Tagout Procedures will apply to all lockout/tagout operations at the City of Gulf Shores. Specific procedures for individual machines and equipment will be developed as required and maintained in the Facilities office. ***Only trained and authorized employees shall lockout/tagout equipment and perform maintenance or setup operations (NOTE: a "Red Tag" process is available for other employees to remove equipment from service).***

1. All equipment shall be locked and/or tagged out by each authorized employee involved to protect against accidental or inadvertent operation when such operation could cause injury to personnel or damage to product and equipment. Sources of energy, such as springs, air and hydraulic shall be evaluated in advance to determine whether to retain or relieve the pressure or other forces prior to starting the work.
2. Locks and Tags. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment. At a minimum, tags shall contain an identification "Warning" and provide the employee's name and identification number marked on it. Employees will use the "Warning" tag with the padlock when applied. The tag shall also be dated if lockout is not being removed at the end of the work shift.
3. The employee to whom a lock is issued will retain one key and the only other key to the same lock will be retained under the control of Facilities director, manager or supervisor.

LOCKOUT & TAGOUT SEQUENCE

1. **Preparation For Shutdown** - *Before* the employee performs a shutdown procedure, he/she must have knowledge of the type and magnitude of energy, the hazard to be controlled and the method which should be used to control the energy to allow for an orderly and timely shutdown of the equipment.
 - Obtain a copy of the machine specific energy control procedure for use during equipment shutdown unless equipment is considered exempt from the standard. If a specific procedure is not available and the equipment does not meet ALL of the requirements for exemption, work with a supervisor or other designated person to evaluate hazards and outline the procedure on a LOTO Procedure Sheet (Form 5) before continuing.
2. **Notify Affected Employees of Shutdown**
 - Notify all affected employees that a lockout or tagout of the equipment they work with is going to occur and the reason why. All affected employees must be aware of the shutdown and the importance of not re-energizing the equipment.
3. **Equipment Shutdown**
 - If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
 - Do not endanger other employees during shutdown
4. **Energy Isolation**
 - Locate and identify all isolating devices such as switches, valves or other energy isolating devices that apply to the equipment to be shut down. More than one energy source (electrical, mechanical, pneumatic, hydraulic or other) may be involved. If procedures are not available

for the equipment, Complete Form 3. **Note: Electrical switches on individual pieces of equipment do not qualify as isolation devices.**

- Open the breaker, close valves, or utilize other energy isolating device(s) so that the equipment is isolated from its energy source(s).
- Cap or blank systems such as steam, hydraulic, pneumatic or liquid systems where flow cannot be controlled with valves.
- Block equipment parts which could be moved by gravity or other forces.
- Dissipate any stored energy in the system. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. Electricity stored in capacitors, etc. must be discharged to ground.

5. Apply lock(s) and tag(s)

- If the energy-isolating device can be locked out, then it must be locked out. If the device is tagged out, the tag must prove as effective as a lock.
- To lock out the device, attach a lock and personal identification tag to the device. The lock must hold the energy-isolating device in the “off” or “safe” position.
- To tag out the device, attach the tag to the device or as close as possible. If a tag is used alone, the tag must clearly state that changing the energy-isolating device from the “off” or “safe” position is prohibited.
- If more than one person is to be working on the equipment, each individual will apply his or her own lock and tag to the lockout device. The person performing the task must have the key to the padlock in his/her possession while on property. A personalized tag is applied with each lock.
- When safety blocks are required they shall be used only in conjunction with the lockout/tagout steps, not as a substitute.

6. Verify Energy Isolation

- Before servicing equipment, verify that the equipment is, in fact, de-energized and isolated from all energy sources.
- Verify by using the start button or other normal operating start controls to make certain the equipment will not operate.
- Verify that no personnel are near the equipment.

7. Return equipment to neutral or off state

- Return operating control(s) to "neutral" or "off" after the verifying that equipment is de-energized.

Service or maintenance of the equipment may begin.

8. Temporary Removal of Lockout - In situations in which the lockout device must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component, the following sequence of actions shall be followed:

- Clear the machine or equipment of tools and materials and assure that the machine or equipment components are operationally intact.
- The work area shall be checked to ensure that all employees have been safely positioned or removed.
- Each lockout/tagout device shall be removed from each energy isolating device by the employee who applied the device.
- Test or position machine or equipment as needed.

- Again de-energize all systems and reapply energy control measures in accordance with the Lockout procedures discussed above.

EXEMPTIONS OR EXCEPTIONS TO WRITTEN PROCEDURES (Also see section on “Cord and Plug”)

A documented procedure for a particular machine or equipment is not required, when all of the following elements exist:

1. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger Employees;
2. The machine or equipment has a single energy source which can be readily identified and isolated;
3. The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment;
4. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
5. A single lockout device will achieve a lock-out condition;
6. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;
7. The servicing or maintenance does not create hazards for other employees;
8. The employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

SHIFT OR PERSONNEL CHANGES

If work is not completed when the employee(s) having placed a lockout is leaving work, the lockout state is to be transferred to either an in-coming authorized employee(s) or to another authorized employee(s) on-site at the time. Transfer should be made in the following manner. If at all possible, the incoming employee(s) will place their lock(s) before the outgoing employee(s) removes theirs. If not, the transfer must be immediate with both employees present. If the work is not being continued by other employees and/or the machine or equipment is not expected to be operational during an interim period or worked on by another employee, the employee(s) placing the lockout will leave the lockout in place until returning to resume the work on the machine or equipment.

If it is known that work will continue on a following shift and the outgoing employee(s) leaves before the incoming employee(s), the supervisor may place his/her lock on the equipment in the manner described and then transfer the lockout to the incoming employee(s) at a later time, again following the above transfer procedure. The use of lockout hasps which allow multiple locks to be applied are encouraged whenever it is believed that the work may extend past a normal shift and the lockout likely to be transferred to another employee.

Machines or equipment which have been locked out and disassembled during the Sanitation Operations for the purpose of cleanup work and which remain disassembled for review under USDA sanitation requirements, are to be reassembled by setup personnel with energy control procedures in use, including the use of lockout/tagout.

UNLOCKING PROCEDURES

After the work is completed, the unlocking procedures are:

1. Preparation For Shutdown

- Inspect the repair or maintenance work.
- Remove tools or equipment used, replace guards and/or return equipment to normal operating state;
- Verify that all operation controls are in the neutral or off position to prevent unexpected start-up upon re-energizing.

2. Notify Affected Employees

- Inform employees that you are removing lock outs and tag outs and the equipment is being returned to service.
- Check to make sure all fellow employees are clear of the equipment.

3. Remove lockout

- The employee who attached the device must remove it unless approved; alternate procedures are used when the original employee is not present.
- In the event the employee who has affixed the lock or/or tag is absent from the workplace, the lock and tag may be removed by an authorized supervisor. Use Lock/Tag procedure checklist (Form 4) prior to removal of the lock/tag and document.

4. Re-energize equipment

- Utilize normal start-up procedures to bring equipment back into service.

5. Notify affected employees the equipment is ready for use.

TAGOUT PROCEDURES

Tagout without lockout is allowed **only when there is no means to lock out the equipment**. All procedures for the lockout must be adhered to, however, instead of affixing the lock, **a tag is used** which must indicate:

- 1. The identity of the person who applied it.**
- 2. The date** the tag was applied (if not being removed at end of shift).
- 3. The tag must warn against hazardous condition, i.e., “DANGER”, and also include a legend, such as, “DO NOT START, DO NOT OPEN, DO NOT ENERGIZE, OR DO NOT OPERATE”.**
- 4. Additional measures.** In addition to tagging the equipment, breaker, panel, controls, etc., other safety measures must be taken when appropriate. These measures may include removal of a fuse, blocking a controlling device, removing a valve handle, etc.
- 5. Each employee working on the equipment shall have his or her own tags** containing proper identification.

6. **No one can remove a tag except the person who applies it.** If there is a change in employee shift, the same procedure shall be used for removing and affixing tags as is used for removing and affixing locks.

GROUP LOCKOUT & TAGOUT

When multiple energy sources are involved or the servicing and/or maintenance is performed by a crew, department, contractor(s) or other group, a **group lockout/tagout** procedure may be used.

1. Primary responsibility is vested in an authorized employee (an authorized supervisor or lead Employee) for the coordination of a group lockout/tagout and the employees working under the protection of the group lockout/tagout.
2. The primary authorized employee will identify and list the number of persons who will be working under the lockout/tagout, the work to be performed by each and the energy hazards involved for the job.
3. The primary authorized employee will personally go through the specified sequence of shutdown, isolation of energy, verification the isolation of energy and placement of locks and tags as if he or she was the only employee working on the equipment and utilize as many locks/tags as required.
4. The primary authorized employee will place the key(s) for all lock(s) in a lockbox and each authorized employee performing service or maintenance will apply their personal lock and tag to the lockbox, including the personal lock of the primary authorized TM.
5. The primary authorized employee will verify the continuation of energy isolation during the servicing or maintenance.
6. When each authorized employee has completed their job assignment, they will remove their personal lock/tag from the lockbox.
7. Before removing the operation lockout/tagout, the primary authorized employee will ensure all crew members performing servicing or maintenance have completed their work, removed their lock/tag from the lockbox and are in the clear.
8. All authorized employees shall verify individually, that hazardous energy sources have been de-energized and isolated prior to starting their job. All authorized employees remain responsible for removal of their tools and equipment when the job is completed and for use of their personal lock/tag.

PLUG AND CORD TYPE ELECTRICAL EQUIPMENT

A machine or tool connected to a plug-in cord shall be considered effectively controlled when the machine connecting plug is unplugged from its receptacle. The employee performing work on the equipment must have exclusive control of the plug. The plug is under exclusive control if it is physically in the possession of the employee, or in arm's reach and in line of sight of the employee. If this cannot be accomplished, a locking device shall be applied to the plug, attached to the cord leading to the machine.

If stored energy is present in the system, it must be relieved or restrained before starting work on the equipment. If multiple sources of energy are present, follow procedures to lockout, relieve and document the isolation and relief of energy.

NEW EQUIPMENT

All equipment changes or new equipment purchased should be designed and installed to accept a lockout device.

LOCK REMOVAL BY OTHER THAN ORIGINAL EMPLOYEE

Only the Facilities Director, Manager or a Shift Supervisor can remove personal locks and tags in the event the authorized employee who applied the lock/tag is unavailable. The process is observed and double checked by another authorized employee in the event the authorized employee who placed the device is not available. The checklist (Form 4) is to be used to control the unauthorized removal of locks and tags and ensures that equipment can be safely returned to service. Locks and tags removed under this process must be returned to the Facilities Lock Station. The employee who originally locked/tagged out the equipment must be notified of the removal immediately upon return. Employee training should include the process of checking for their lock at the Station immediately upon returning to work if they left a lockout/tagout in place at a previous shift.

LOCKS AND TAGS CAN ONLY BE REMOVED AFTER FOLLOWING THE CHECKLIST:

TRAINING

Each *authorized* employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each *affected* employee (an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed) shall be instructed in the purpose and use of the energy control procedure.

All *other* employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be made aware of the procedures, and the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

Employees will also be trained in the following limitations of tags:

1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock;
2. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated;
3. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective;
4. Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace,
5. Tags may evoke a false sense of security, and their meaning must be understood; and
6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

RE-TRAINING

Employee retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Additional training shall also be conducted whenever a periodic inspection reveals, or the facility management has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of these energy control procedures.

CONTRACTORS

All contractors will be informed of the lockout tagout procedures and will be expected to follow them when working collaboratively with the City of Gulf Shores employees. Contractors will notify the City of Gulf Shores of any restrictions or prohibitions they have which are in addition to city policy or procedures. If not working collaboratively with the City of Gulf Shores Employees, contractors may follow their own lockout/tagout procedures as long as they meet OSHA and other applicable requirements.

EQUIPMENT PROVIDED

Equipment needed for employee's use in energy control will be provided and issued by the City of Gulf Shores. This includes padlocks, keys and tags. This equipment will be used only for intended purposes of the lockout tagout program. Employees will be expected to care for and maintain equipment and city provided replacement will be for normal wear-tear conditions. Employees may be expected to pay for replacement of equipment which is lost, misplaced or other damage not considered to be normal wear and tear.

VIOLATIONS OF POLICY OR PROCEDURES

Failure to use appropriate energy control procedures where needed to prevent injury to an employee or damage to equipment from unexpected startup or a release of energy, or other violations of the energy control program policy or procedures, will be addressed through normal City of Gulf Shores disciplinary procedure(s). An employee knowingly subjecting themselves, or others, to hazards because of a decision not to follow control procedures is subject to immediate suspension pending investigation.

PROGRAM AUDITS

Each year, the Facilities Director will assure that an audit of the lockout tagout program is completed as required. The audit will evaluate the program effectiveness, implementation, training and knowledge of authorized and affected employees. Results of the audit will be shared with the city manager.

FORM 3

LOCKOUT/TAGOUT PROCEDURE CHECKLIST

All questions must be answered and if the question is non-applicable then write N/A in blank.

Location: _____ Department: _____
Equipment No: _____ Equipment Name: _____
Model No: _____ Serial No.: _____

ENERGY SOURCES

Yes No

1. Electrical power (battery backup?)

Does this installation have more than one power source (i.e. 120v, 440 volt?)

Does this installation have a remote starting location?

If yes, provide power panel and breaker locations:

Does it have a lockout device?

Describe the methods to lockout or tagout electrical controls:

Battery location: _____

Battery disconnects location: _____

Starting or storage capacitors located at the installation?

If yes, describe the method to safely discharge electrical energy to a ground source

2. Mechanical Power?

a) Engine driven

If yes, provide switch or key location: _____

b) Is lockout device installed?

If no, what method is used to prevent operation?

3. Counter Weight(s)

If yes, does it have a method of preventing movement?

If yes, can it be locked?

If no, describe the method used to secure the counter weight.

4. Flywheel?

If yes, does it have a method of preventing movement?

If yes, can it be locked?

If no, describe the method used to secure the flywheel

5. Hydraulic Power?

If yes, location of main control/shut off valve

Can control/shut off valve be locked in off position?

If no, location of main or auxiliary manual shutoff valve

Does manual shutoff valve have lockout device?

If no, what is needed to lock the valve closed?

Is there a bleed or drain valve to reduce pressure to zero?

If no, what will be required to bleed off pressure?

6. Pneumatic Energy?

If yes, location of main control/shut off valve

Can control/shut off valve be lock in off position?
If no, location of main or auxiliary manual shutoff valve

Does manual shutoff valve have lockout device?
If no, what is needed to lock the valve closed:

Is there a bleed or drain valve to reduce pressure to zero?
If no, what will be required to bleed off pressure?

7. Chemical System?

If yes, location of main control/shut off valve

Can control/shut off valve be locked in "off" / closed position
If no, location of main or auxiliary manual shutoff valve

Does manual shutoff valve have lockout device?
If no, what is needed to lock the valve closed?

Is there a bleed or drain valve to safely reduce system pressure
and drain system of chemical?
If no, how can system be drained and neutralized?

8. Thermal Energy?

If yes, location of main control/shut off valve

Can control/shut off valve be locked in "off"/closed position?
If no, location of main or auxiliary manual shut off valve

Does manual shut off valve have lockout device?
If no, what is needed to lock the valve closed?

Is there a bleed or drain valve to safely reduce system pressure
and temperature and drain system?
If no, describe how can system pressure and temperature be reduced and drained:

What personal protective clothing or equipment is needed for this equipment?
List:

FORM 4

LOCK REMOVAL BY OTHER THAN ORIGINAL EMPLOYEE

PURPOSE

To be able to remove locks and/or tags in the event the authorized employee who placed the device is not available. This checklist is to be used to control the unauthorized removal of locks and tags and ensures that equipment can be safely returned to service.

AUTHORIZED PERSONNEL

Only the Facilities Director, Manager or a Shift Supervisor can remove personal locks and tags in the event the authorized employee is unavailable. The process is observed and double checked by another authorized employee.

LOCKS AND TAGS CAN ONLY BE REMOVED AFTER FOLLOWING THIS CHECKLIST:

Initials

Witness Initials

1. Verify that the authorized employee who placed the lock is not on property.
2. Verify that the authorized employees cannot be called by telephone or is notified by phone.
3. Visually check the piece of equipment to ensure the individual is not in or around the equipment.
4. Visually check for tools or items in or around the equipment.
5. Visually check to make sure that the equipment is ready to be started up.
6. Visually check to make sure that the equipment was not locked out to protect the authorized or other employee working on another piece of equipment.

SIGNATURE OF INDIVIDUAL REMOVING THE LOCK AND/OR TAG:

_____ DATE _____ TIME _____

REASON FOR REMOVING THE LOCK:

The authorized employee who applied the lockout device must be notified of the removal of the device prior to doing any work on their next scheduled work day. Their lock and tag should be placed on the lock station in Facilities.

SIGNATURE OF THE AUTHORIZED EMPLOYEE UPON NOTIFICATION:

_____ DATE _____ TIME _____

This form must remain on file for one year for annual audit purposes.

FORM 5

FORM 5, COMPANY LOCKOUT/TAGOUT PROCEDURE SHEET

ON FOLLOWING PAGE

CITY Lockout/Tagout Procedure Sheet

System or Equipment:

ID#:

Location:

Date Prepared:

Prepared by:

Procedure Verified by

Reason for Lockout/tagout

Personnel involved (underline lead person):



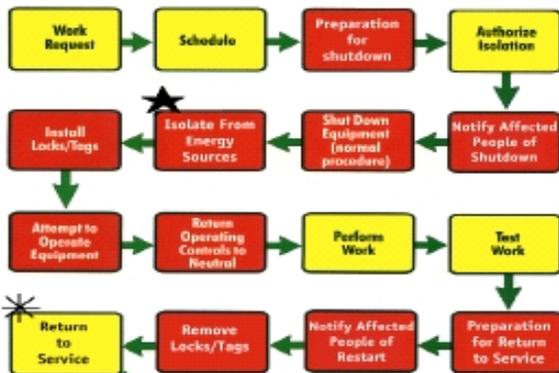
Energy isolation (lockout/tagout) procedure:

Energy isolation (lockout/tagout) procedure, continued:

Special instructions:



Return to service procedure:



Date/Time _____
Signature _____

Supervisor Review:
Signature/Date

Date/time of LOTO: